Request for Proposals (RFP)

Solar Energy Design and Installation
Town of LaPointe, Wisconsin

Published December 30, 2015

I. Objective

The Town of LaPointe, Wisconsin seeks proposals from qualified Contractors/Vendors for the design and installation of one 18 kW net metered solar array with the current utility, Xcel Energy, to provide all the electricity on an annual basis for the Town's Library and Medical Clinic. The objective of this RFP is to identify and select the most qualified turnkey photovoltaic (PV) system for the design, fabrication, delivery and installation for the Library and Medical Clinic. The Town is soliciting proposals in this bidding cycle.

II. General

The scope of services provided by the Contractor/Vendor shall include all tasks required to design, fabricate, deliver, and install the PV system for the Town of LaPointe. The scope shall include, but not be limited to, securing all permits and approvals from governing agencies, all labor, taxes and services, permit fees, and equipment necessary to produce a fully operational solar PV system. The proposal shall contain a detailed explanation of the entire project and delineation of all work tasks to be performed by the awarded.

Responding bids must be supported by System Advisory Model (SAM) production calculations documenting twenty-five (25) years of array production.

III. Design, Engineering & Permitting

Design and engineer the solar PV system to maximize the solar energy resources, taking into consideration the Library and Medical Clinic electrical demand and load patterns, proposed installation location, available solar resources, existing site conditions, and other relevant factors.

A. The proposal should include the following information:

1. Timeline/Project Schedule
2. System description
3. Key equipment details and description
4. Layout of the installation
5. Detailed one-line diagram based on specific recommended equipment
6. Layout of supporting equipment
7. Specifications for equipment procurement and installation
8. Performance of equipment components, and subsystems
9. Integration of solar PV system with other power sources
10. Electrical grid interconnection requirements
11. Controls, monitors, and instrumentation
12. System performance monitoring

B. The Town has a defined area for the placement of this array and the bidder should identify the area for the solar PV inverter equipment and its related components and environmental control systems that will meet the following criteria:

- Ease of maintenance
- Efficient operation
- Low operating losses
- Secured location and hardware
- Compatibility with existing facilities
- Visual harmony

C. The selected Contractor/Vendor will be expected to do all site preparation work including but not limited to, brush and tree removal, grading, trenching, etc.

D. Note that the Town desires a manually adjustable racking system. This would allow a collector angle specific to summer and specific to winter. The system would be adjusted twice per year by Town staff. The proposal should suggest the production gains by this adjustment. Also, the collectors are expected to be sufficiently above grade to allow for convenient vegetation and snow management. The Library and Medical Clinic will share an array estimated at 18 kW installed behind the clinic and adjacent to the library. The Library currently uses 16,450 kW annually and the Clinic uses 6,300 kW annually.

E. Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment must be UL certified and meet existing facility structural and fire safety requirements.

F. The awarded Contractor/Vendor will secure from governing agencies and the utility company all required rights, permits, approvals and interconnection agreements at no additional cost to the Town. The Town of LaPointe will become the signatory on applications, permits, and utility agreements only where necessary.

The Town has employed Chippewa Valley Alternative Energy (CVAE) to do planning and design work for the use of renewable energy for all municipal operations. This project is the first step in an eventual larger solar development effort. CVAE can be contacted for information on the site assessments.

IV. Installation

A. Supply all equipment, materials and labor necessary to install the solar PV system and integrate it with other power sources. The Town desires that the system have the provision for the following:

1. The addition of more collectors, approximately 16-18 kW, at a later date to serve the adjacent school building
2. To provide for the later addition of battery storage
3. To maintain for the Town the option of including this array in a micro grid system

B. The responding Contractor/Vendor will provide one-line diagrams that identify the specifics of the arrays they are proposing to install. This requirement is in anticipation of a micro grid development interconnecting Town facilities.

C. The Town has a strong interest in the following products for this system:

1. Collectors: Sun Power, Solar World, Sunpreme Bifacial, tenKsolar
2. Inverters: Fronius, Xantrex, Outback, SolarEdge, Tabuchi
3. Racking: Manually adjustable

V. Electrical Interconnections

Supply and install all equipment required to interconnect the solar PV system to the Xcel Energy distribution system.

A. The awarded Contractor/Vendor will fulfill all applications, studies, and testing to complete the interconnection process. All costs associated with utility interconnection shall be included in the proposal.

B. The Contractor/Vendor will do commissioning and acceptance testing. They will provide operation, maintenance and parts manuals for the solar PV system and as built drawings of the completed system. The Library and Clinic each should be fitted with monitoring equipment capable of recording both the kWh consumption of the premises and the kWh generated by the solar array.

VI. Special Provisions

This project is supported with funds that must be spent and invoiced by May 2016. The contract developed from this RFP and the proposal will contain language binding the payments to the Contractor/Vendor to the project time line. **No funds will be available for payment after May 26, 2016.**

VII. Requirements

A. The Contractor/Vendor must be licensed to install PV equipment in the State of Wisconsin.

B. The Contractor/Vendor will provide the following regarding their qualifications:

1. Company status (private/public) and number of employees
2. States in which they do business
3. Project Manager names and qualifications
4. Other parties involved in the proposal
5. Hold Harmless/Indemnification certification
6. Certificate of Regulatory Licensing and Permit Compliance
7. Certificates of Insurance (General liability, Worker's Compensation and Vehicle) as required. Certificates must contain minimum coverage amounts and include the Town of La Pointe as a named insured on the policy.
8. W-9s
9. References from grid connected PV projects are required

VIII. Selection Process

The following criteria will be used to select a Contractor/Vendor for this project:

- **A.** Qualifications of the proposal firm
- **B.** Ability to complete the project in the allowed time frame
- **C.** Proposed project cost
- **D.** Equipment selection

No in-person interviews or presentations will be entertained; the successful Contractor/Vendor will be chosen according to the highest scoring paper response.

The Town may negotiate with the proposer the cost and equipment choices in the interest of selecting what is most advantageous to the Town.

IX. Proposal Deadline

Three (3) copies of the Response to this Request for Proposals must be received by the Clerk, La Pointe Town Hall, 240 Big Bay Road, PO Box 270, LaPointe, WI 54850 by **Thursday, January 21, 2016 at 4:00 p.m.** Late proposals will not be accepted.

X. Contacts

- **A.** Administrative Questions and Site Assessment Information: Lisa Potswald, La Pointe Town Administrator, lapointeza@chegnet.net or at (715) 747-2707
- **B.** Technical Questions: Larry Bean, lbean54@outlook.com, (928) 203-0414

Proposed location of solar array

“This project is funded in part by the Public Service Commission of Wisconsin, State Energy Office, under the terms and conditions of this agreement.“

Acknowledgement: “This material is based upon work supported by the Department of Energy under Award Number DE-EE0006222.”